

OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 3

February 28, 2003

SUBJECT: COMPLAINTS INVOLVING RETIRED POLICE OFFICERS WORKING AT MOTION PICTURE/TELEVISION FILMING LOCATIONS

PURPOSE: With the increased number of film locations and productions occurring in Los Angeles, it has become necessary to codify the Department's procedure for investigating complaints involving retired police officers working in uniform at filming locations. Retired police officers are not Department employees and are not subject to the Department's disciplinary system. However, the Department has authority over retired officers in two areas: issuance of permits to carry concealed weapons and approval of work permits to work in uniform at motion picture/television filming locations.

This Order establishes the procedure for handling complaints involving retired police officers working in uniform at filming locations under the authority of a Department Motion Picture/Television Filming Work Permit, Form 01.47.01.

PROCEDURE:

I. COMPLAINTS AGAINST RETIRED POLICE OFFICERS WORKING AT MOTION PICTURE/TELEVISION FILMING LOCATIONS. Retired officers working in uniform at a motion picture/television filming location are not employees of the Department and are not subject to the Department's regular disciplinary process. However, the Department's Motion Picture/Television Filming Work Permit, Form 01.47.01, requires them to be familiar with and adhere to the Department's standard of conduct and rules governing uniformed employment.

A. Employee's Responsibility. An employee who becomes aware of a complaint involving a retired Los Angeles Police Department (LAPD) officer working in uniform at a motion picture/television filming location, shall report it to a Department supervisor.

B. Supervisor's Responsibility. When such a complaint is received, the supervisor shall:

- * Conduct a preliminary investigation and attempt to make initial contact with the complainant and any witnesses; and,

- * Document the information on an Employee's Report, Form 15.7, and forward it to his/her commanding officer.

C. Commanding Officer's Responsibility. Upon reviewing the information, the commanding officer shall forward the preliminary investigation to the Commanding Officer, Uniformed Support Division (USD), as soon as practicable.

Exception: When a complaint involves both an active and a retired officer, the investigation shall be handled according to Department protocol for active officers. Upon completion, the Area/division conducting the investigation shall forward a copy of the investigation to USD for adjudication of the allegations relating only to the retired officer.

When a Complaint Form, Form 1.28, has been initiated and it is discovered that the only officer complained against is a retired LAPD police officer, the Complaint Form shall be adjudicated as "No-Department-Employee."

II. COMMANDING OFFICER, UNIFORMED SUPPORT DIVISION'S (USD), RESPONSIBILITY. Upon receiving a complaint involving a retired officer working in uniform at a filming location, the Commanding Officer, USD shall:

- * Notify Personnel Group (PG) and obtain a tracking number for the complaint;
- * Complete an investigation and adjudicate the complaint with a recommended action, e.g., suspend, revoke or deny the Motion Picture/Television Filming Work Permit; and,
- * Forward a copy of the completed investigation, adjudication and recommended action to the Commanding Officer of PG.

A. Investigative Format. The investigation shall be completed utilizing an Intradepartmental Correspondence, Form 15.2, and address the complaint in the following format:

- * Background;
- * Allegations;
- * Investigation/Findings; and,
- * Recommendation(s).

If a complaint investigation has already been completed because it involved both active and retired officers, USD shall complete a synopsis of the investigation relating to the retired officer using the above format.

Note: When the Commanding Officer, USD, identifies an issue(s) requiring further investigation, he/she shall confer with the active officer's commanding officer to determine the appropriate investigative remedy. In the event an agreement cannot be reached, the Commanding Officer, Internal Affairs Group, shall make the determination.

III. COMMANDING OFFICER PERSONNEL GROUP'S RESPONSIBILITY. The Commanding Officer, PG, is responsible for reviewing and approving Motion Picture/Television Filming Work Permits (Department Manual Section 2/511.07). In addition, the Commanding Officer, PG, shall:

- * Track and assign case numbers to complaints against retired officers working in uniform at filming locations; and,
- * Notify the retired officer, via certified mail, of the outcome of the investigation and the recommended action.

Note: A Motion Picture/Television Filming Work Permit may not be suspended, revoked, or denied until such time that a hearing is held in accordance with Los Angeles Municipal Code Section 80.03.01. The Commanding Officer, PG, is responsible for coordinating the hearing.

AMENDMENTS: This Order amends Sections 2/631.01, 2/631.05 and 2/511.07 and adds Section 3/733.30 to the Department Manual.

AUDIT RESPONSIBILITIES: Commanding Officer, Personnel Group, shall monitor compliance with this directive in accordance with Department Manual Section 0/080.30.

WILLIAM J. BRATTON
Chief of Police

DISTRIBUTION "A"